



**HOUSING AUTHORITY
of the County of Los Angeles**

700 W. Main Street • Alhambra, CA 91801

Tel: 626.262.4510 • TDD: 855.892.6095 • www.hacola.org

Hilda L. Solis
Mark Ridley-Thomas
Sheila Kuehl
Don Knabe
Michael D. Antonovich
Commissioners

Sean Rogan
Executive Director

**AGENDA
FOR THE REGULAR MEETING OF THE
LOS ANGELES COUNTY HOUSING COMMISSION
WEDNESDAY, JUNE 22, 2016 (12:00 PM)
ALHAMBRA HEADQUARTERS
700 W. MAIN STREET
ALHAMBRA, CA 91801
(626) 586-1500**

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1. Call to Order

2. Roll Call

Henry Porter Jr., Chair
Margaret Mott, Co-Chair
Barbara Gower
Gesele McBroom-Marsh
James Brooks
Joelene Tapia
LaVelle Stewart
Mary Canoy
Ruthie Myers
Takao Suzuki
Val Lerch
Zella Knight

3. Reading and Approval of the Minutes of the Previous Meeting

Regular Meeting of May 25, 2016.

4. Report of the Executive Director

5. Presentation

- Modernization Program Overview
- Los Angeles County Homeless Initiatives

6. Public Comments

The public may speak on matters that are within the jurisdiction of the Housing Commission. Each person is limited to three minutes.

**We Build Better Lives
& Better Neighborhoods**



Regular Agenda

7. Approve Contracts For Vacant Unit Preparation Services (All Districts)

Recommend that the Board of Commissioners authorize the Executive Director or his designee to execute, amend, and if necessary terminate one-year Contracts with five service contractors, identified in Attachment A, to provide vacant unit preparation services on an as-needed basis, in the aggregate amount of up to \$250,000, using funds included in the Housing Authority's Fiscal Year 2016-2017 proposed budget; recommend that the Board of Commissioners authorize the Executive Director or his designee to amend the Contracts to add or delete sites, modify the scope of work, and increase the annual compensation by up to 10% of the contract total as needed for additional services; recommend that the Board of Commissioners find that approval of these contracts is exempt from the California Environmental Quality Act (CEQA), as described herein, because the services will not have the potential for causing a significant effect on the environment.

8. Housing Commissioners May Provide Comments or Suggestions for Future Agenda Items

Copies of the preceding agenda items are on file and are available for public inspection between 8:00 a.m. and 5:00 p.m., Monday through Friday, at the Housing Authority's main office located at 700 W. Main St., Alhambra, CA 91801. Access to the agenda and supporting documents are also available on the Housing Authority's website.

Agendas in Braille are available upon request. American Sign Language (ASL) interpreters, or reasonable modifications to Housing Commission meeting policies and/or procedures, to assist members of the disabled community who would like to request a disability-related accommodation in addressing the Commission, are available if requested at least (3) business days prior to the Board meeting. Later requests will be accommodated to the extent possible. Please contact the Executive Office of the Housing Authority by phone at (626) 586-1501, or by e-mail at roberta.lear@lacdc.org, from 8:00 a.m. to 5:00 p.m., Monday through Friday.

THE HOUSING AUTHORITY OF THE COUNTY OF LOS ANGELES (HACoLA)

MINUTES FOR THE REGULAR MEETING OF THE

LOS ANGELES COUNTY HOUSING COMMISSION

Wednesday, May 25, 2016.

The meeting was convened at Foothill Villa Housing Development 2423 Foothill Blvd., La Crescenta, CA 91214.

Digest of the meeting. The Minutes are being reported seriatim. A taped record is on file at the main office of the Housing Authority.

The meeting was called to order by Housing Commissioner Chair, Porter, at 12:09 p.m.

<u>ROLL CALL</u>	<u>Present</u>	<u>Absent</u>
Henry Porter, Chair	X	
Margaret Mott, Co-Chair	X	
Barbara Gower	X	
Gesele McBroom-Marsh	X	
James Brooks	X	
Joelene Tapia	X	
LaVelle Stewart	X	
Ruthie Myers	X	
Mary Canoy	X	
Takao Suzuki	X	
Val Lerch	X	
Zella Knight		X

PARTIAL LIST OF STAFF PRESENT:

Sean Rogan, Executive Director
Emilio Salas, Deputy Executive Director
Maria Badrakhan, Director, Housing Management
Margarita Lares, Director, Assisted Housing

GUESTS PRESENT:

None.

Reading and Approval of the Minutes of the Previous Meeting

On Motion by Commissioner Brooks, seconded by Commissioner Lerch, the Minutes of the Regular Meeting of April 27, 2016 were approved with Commissioners Tapia, McBroom, Gower and Myers abstaining.

Agenda Item No. 4 – Report of the Executive Director

Deputy Executive Director, Emilio Salas reported the following:

Los Angeles Homeless Services Authority (LAHSA) released the results of the homeless count for 2016. The Los Angeles Homeless Count is the largest of its kind in the nation, with over 7,500 volunteers. This was the first time 100% of the census tracts in Los Angeles was covered.

- 6% increase in the total number of homeless persons on any given night in Los Angeles County (up from 44,359 in January 2015 to 46,874 homeless persons in January 2016).
- 11% increase in the number of homeless persons living outside on the streets, in tents, encampments and vehicles (up from 31,025 in January 2015 to 34,527 in January 2016).
- Special “Youth Count” conducted this year resulted in identification of 2,388 homeless youth aged 18-24.
- 30% decrease in the number of homeless veterans (down from 4,362 in January 2015 to 3,071 in January 2016).
 - 44% decrease in the number of unsheltered homeless veterans.
- 18% decrease in the number of homeless persons living in families with children under the age of 18 (down from 8,103 persons in January 2015 to 6,611 persons in January 2016).
 - 35% decrease in the number of unsheltered homeless family members.

The reduction in Veteran and family homelessness can be directly attributed to the resources that were dedicated to this population and the Community Development Commission (CDC) and Housing Authority were the main administrators of the funding that went to Veterans and their families.

The Housing Authority received 5 new grant awards under the Continuum of Care (CoC) Program for a total of \$2.3 million that will fund over 149 new certificates. Renewal funding was also received for all of the existing CoC grants. This is great news because these grants are now funded on a competitive basis year to year. Previously they were funded on a 5 year cycle. The Los Angeles County Continuum also fared very well due to the tough decisions that were made to de-fund existing shelters. This was an issue that HACoLA raised in Washington, D.C., in March 2016. We still need a level of funding for shelters as a means to keep a homeless person engaged while we work through finding permanent housing opportunities for them.

The HACoLA received notification that several of our programs received NAHRO awards of merit with the majority of them moving on to be considered for a national award of excellence:

- Housing Management was awarded for the partnership with Knowledge is Power Program in Los Angeles (KIPP LA) in converting one of our old office buildings to the new KIPP LA elementary school campus.
- Assisted Housing was awarded for the "On the Spot Voucher Issuance for Veterans", the "Self Service Interactive Receptionist", and for the "Family Self Sufficiency (FSS) Holiday Event". Two of those awards are also moving on to be considered for a national award of excellence.
- The CDC also received two awards that are both being considered for national awards of excellence.

Earlier in May 2016, HACoLA coordinated a joint landlord recruitment event with the City of Los Angeles. Supervisor Kuehl was in attendance, as well as, over 100 landlords. Staff did much of the heavy lifting and are to be commended on putting on a great event. The vast majority of landlords were from the Housing Authority for the City of Los Angeles (HACLA's) district but any increase in available units could also benefit our jurisdiction due to our interagency agreements.

On May 24, 2016, HACoLA received our latest inter-jurisdictional agreement from the City of Norwalk. This now makes 5 jurisdictions that have signed on (Los Angeles, Pasadena, Inglewood, Baldwin Park and Norwalk) and we continue to try to get others on board.

On May 24, 2016, HACoLA hosted a roundtable forum for the Los Angeles County Housing Authorities. We had a majority of them in attendance and had a great discussion about how we can collectively address homelessness. Future meetings will be scheduled to try and align policy and resources. We touted our inter-agency agreements as well as our single application.

Agenda Item No. 5 - Presentations

None.

Agenda Item No. 6 - Public Comments

Ms. Ruth Henderson, resident of Foothill Villa, has tenant concerns. Laundry room issues regarding the washers and dryers. Arlene Black will look into it and get back with her.

Ms. Anyta Perri, resident of Foothill Villa, explained that she is also a Resident Council member and was requesting to have the use of the community room/conference room for a one hour meeting once a month and the use of a storage room for some holiday items and supplies.

Ms. L. Fuller wanted to know how long the Commission has been around, who do the Commissioners oversee and who is over the Commissioners. Emilio Salas addressed her questions and concerns.

Mr. Pavel Vinokurov, resident of Foothill Villa, explained that he was having issues with some of the flooring being too noisy when people walk by and requested the floor to be replaced because it's slippery in spots. He also noted concerns about the new Manager.

Ms. Maxine Wordell, resident of Foothill Villa, requested to have an American flag installed at the housing site to honor Veterans. She also requested office staff to have professional, housing office courses in psychology, dealing with seniors, senior health issues and employee office courses for staff.

Ms. Wordell requested parking stickers for the residents that park at the Foothill Villa site and a class to teach the residents about diversity and how to have more integrity and pride in their residence.

Regular Agenda

On motion by Commissioner Lerch, seconded by Commissioner Canoy, the following was unanimously approved by the Housing Commission, as amended:

**AMENDMENT TO INCREASE CONTRACT AMOUNT
WITH MAJESTIC FIRE, INC. FOR FIRE ALARM MONITORING,
SPRINKLERS AND EXTINGUISHER TESTING
(ALL DISTRICTS)
AGENDA ITEM NO. 7**

1. Recommend that the Board of Commissioners find that the approval of an amendment to the existing contract for fire alarm monitoring, sprinklers, extinguisher testing and as needed repair services is not subject to the provisions of the California Environmental Quality Act (CEQA), as described herein, because the activities are not defined as a project under CEQA.
2. Recommend that the Board of Commissioners authorize the Executive Director or his designee to amend the contract with Majestic Fire Inc., to increase the aggregate amount for the first year of the contract by \$100,000 to a total of \$200,000 for fire alarm monitoring, sprinklers, extinguisher testing and as needed repair services for 68 Housing Authority properties located throughout the County of Los Angeles.

On motion by Commissioner Lerch, seconded by Commissioner McBroom-Marsh, the following was unanimously approved by the Housing Commission, as amended:

**APPROVE CONTRACTS FOR PEST CONTROL SERVICES
(ALL DISTRICTS)**

1. Recommend that the Board of Commissioners authorize the Executive Director or his designee to execute, amend, and if necessary terminate a one-year Contract with Innovative Pest Solutions, in the amount of up to \$300,000, using funds included in the Housing Authority's Fiscal Year 2016-2017 proposed budget, for pest control services at 68 public and affordable housing developments located throughout the County of Los Angeles.
2. Recommend that the Board of Commissioners authorize the Executive Director or his designee to execute, amend, and if necessary terminate a one-year Contract with Stanley Pest Control, in the amount of up to \$300,000, using funds included in the Housing Authority's Fiscal Year 2016-2017 budget, to be used only in the event that the primary contractor does not provide the services in a satisfactory manner to the Housing Authority as described in the Statement of Work.
3. Recommend that the Board of Commissioners authorize the Executive Director or his designee to execute amendments to the Contracts, following approval as to form by County Counsel, to extend the term for a maximum of four additional years, in one-year increments, with an annual compensation of up to \$300,000 using funds to be included in the Housing Authority annual budget approval process.
4. Recommend that the Board of Commissioners authorize the Executive Director or his designee to amend the Contracts to add or delete sites, modify the scope of work, and increase the annual compensation by up to 10% of the contract total as needed for additional services.
5. Recommend that the Board of Commissioners find that approval of the Pest Control Services Contract is exempt from the California Environmental Quality Act (CEQA), as described herein, because the services will not have the potential for causing a significant effect on the environment.

Agenda Item No. 8 – Housing Commissioner Comments and Recommendations for Future Agenda Items

Commissioner Myers requested a future report on the homeless project.

Commissioner Gower requested infrastructure of housing units and general stock upkeep, future upkeep and intent for use of those housing units through the upcoming years. Emilio Salas will cover the Modernization efforts in a future report.

Commissioner Lerch welcomed the newest Commissioners.

Commissioner Mott congratulated staff for their good work and on receiving recent awards.

Commissioner Canoy congratulated the Housing Authority on their awards, welcomed the new Property Manager and the newest Commissioners.

Commissioner Suzuki noted how he enjoyed seeing so many of the Foothill Villa residents present for the meeting and was happy to hear of the active resident council. He congratulated the Housing Management Division for their accomplishments and awards.

Commissioner McBroom-Marsh welcomed the newest Commissioners and thanked the community, management and residents. She attended the recent landlord event and thanked staff. She provided a handout article highlighting rents in the southland expecting to see a triple-digit increase by 2018. She discussed her recent NAHRO trip to Washington D.C., and noted that she is happy to be a part of this Commission.

Commissioner Tapia congratulated Housing Management on their awards and noted that her two daughters are attending KIPP LA, which is thriving. She questioned free services from the Parks and Recreation Department at the Maravilla area for children to attend during the summer months. Maria Badrakhn responded that the First Supervisorial District has provided funding for two staff persons to lead structured activities at the Maravilla site during the summer.


Commissioner Brooks noted that during the Landlord event, many County and City programs that are available were highlighted and information was made available. He thanked staff for the GAIN/GROW Program overview. He noted the recent management challenges regarding seniors issues should be addressed by providing classes highlighting increased communication. He welcomed the newest Commissioners.

Commissioner Stewart noted that she is an active voice for the tenants and will be looking into the concerns from today regarding flooring, washing machines, etc. She assured the residents that their concerns will be addressed.

Commissioner Porter welcomed all new Commissioners. He suggested that they ask questions and reminded them that when they hear about any issues, to bring them to this Commission's attention and they will be addressed. He asked that a Resident Council presentation/overview be brought to a meeting. He thanked the residents for attending and making a positive investment in their housing site.

On Motion by Commissioner Porter, the Regular Meeting of May 25, 2016 was adjourned at 1:25 p.m.

Respectfully submitted,


SEAN ROGAN
Executive Director

Housing Authority - County of Los Angeles

June 22, 2016

FOR YOUR INFORMATION ONLY

TO: Housing Commissioners

FROM: Margarita Lares, Director
Assisted Housing Division

RE: FSS PROGRAM UPDATE – MAY 2016

The Family Self-Sufficiency (FSS) Program is a HUD initiative intended to assist Housing Choice Voucher Program participants achieve economic independence and self-sufficiency.

ACTIVITIES		
NUMBER CURRENTLY ENROLLED	553	As of May 1, 2016
NEW ENROLLMENTS	12	FSS participants enrolled
CONTRACTS EXPIRED	2	FSS contracts expired
DIRECT ASSISTANCE REFERRALS	278 59 1588 430 30 73 225 3 165 75 285 3 5	Workforce centers Home Ownership Program/seminars/workshops Job referrals Educational/vocational services Credit repair services Financial literacy Work Source/Job Fairs Transportation assistance Youth Services Health & food services Other social services Utility Assistance Programs Small Business Counseling
OUTREACH & COMMUNITY EVENT	1 1 1 1	Co-hosted East Los Angeles Library Open house Community Service Providers Meeting Resident Advisory Committee Meeting ABC Mouse Meeting
GRADUATIONS Pending	2	Graduates
Graduations	4	Requests to graduate received

If you have any questions, please feel free to contact me at (626) 586-1670.

Attachment

FAMILY SELF-SUFFICIENCY (FSS) GLOSSARY OF TERMS

Listed below are brief descriptions of each category in the monthly FSS Report.

1. **Number Currently Enrolled** – Current number enrolled on the FSS program as of the date the FSS Report is presented.
2. **New Enrollments** - The number of Participants enrolled in the FSS program with an effective date on the month the FSS Report is presented.
3. **Contract Expired** – The number of participant contracts that expired at the end of the month prior to the FSS Report presented.
4. **Direct Assistance Referrals** – Referrals sent to FSS participants based on their requests and or the participant's goals needed to be accomplished prior to successfully completing the program.
5. **Outreach and Community Events** – Information that was shared with FSS participants and or events or meetings the FSS Coordinators attended.
6. **Graduations** – FSS participants that graduated last month.
7. **Pending Graduations** – FSS participants who have requested to graduate and are pending review of successful completion of goals.



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Commissioners

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Executive Director

June 22, 2016

Honorable Housing Commissioners
Housing Authority of the
County of Los Angeles
700 West Main Street
Alhambra, California 91801

Dear Commissioners:

**APPROVE CONTRACTS FOR VACANT UNIT PREPARATION SERVICES
(ALL DISTRICTS)**

SUBJECT

This letter recommends approval of five service Contracts (Contracts) to provide vacant unit preparation services on an as-needed basis for 68 public and affordable housing developments located throughout the County of Los Angeles.

IT IS RECOMMENDED THAT THE COMMISSION:

1. Recommend that the Board of Commissioners authorize the Executive Director or his designee to execute, amend, and if necessary terminate one-year Contracts with five service contractors, identified in Attachment A, to provide vacant unit preparation services on an as-needed basis, in the aggregate amount of up to \$250,000, using funds included in the Housing Authority's Fiscal Year 2016-2017 proposed budget.
2. Recommend that the Board of Commissioners authorize the Executive Director or his designee to amend the Contracts to add or delete sites, modify the scope of work, and increase the annual compensation by up to 10% of the contract total as needed for additional services.
3. Recommend that the Board of Commissioners find that approval of these contracts is exempt from the California Environmental Quality Act (CEQA), as described herein, because the services will not have the potential for causing a significant effect on the environment.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The purpose of this action is to provide for vacant unit preparation services for 68 public and affordable housing developments located throughout the County of Los Angeles. This action will allow for the replacement of current contracts which expire on July 31, 2016.

FISCAL IMPACT/FINANCING

There is no impact on the County general fund.

The cost for the first year of services will be up to \$250,000 using funds included in the Housing Authority's Fiscal Year 2016-2017 approved budget.

If extended, the cost of years two through five will remain at the same aggregate annual amount of up to \$250,000 included in the Housing Authority's annual budget approval process.

A 10% contingency, in the amount of \$25,000 per year, is also being set aside for any additional needed vacant unit preparation services, such as additional unit cleaning services, floor waxing and cleaning/steaming carpet. If the contracts are fully extended, the total aggregate contract and contingency amount for all five years will be \$1,375,000.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The recommended Contracts with five service contractors identified in Attachment A, will provide vacant unit preparation services on an as-needed basis for 68 public and affordable housing developments located throughout the County of Los Angeles.

The services are being federally funded, and are not subject to the requirements of the Greater Avenues for Independence (GAIN) Program or the General Relief Opportunity for Work (GROW) Program implemented by the County of Los Angeles. Instead, Ultimate Maintenance Services, Inc., Building Maintenance of Tomorrow, Coast 2 Coast Preservation, Inc., MB Painting, and Mid-City Maintenance Services, Inc., will comply with Section 3 of the Housing and Community Development Act of 1968, as amended, which requires that employment and other economic opportunities generated by certain HUD assistance be directed to low- and very low-income persons, particularly to persons who are recipients of HUD housing assistance.

ENVIRONMENTAL DOCUMENTATION

This action is exempt from the provisions of the National Environmental Policy Act pursuant to 24 Code of Federal Regulations, Part 58, Section 58.35 (b)(3) because it involves maintenance activities that will not have a physical impact or result in any physical changes to the environment. The action is exempt from the provisions of CEQA

pursuant to State CEQA Guideline 15301 because it involves activities that do not have the potential for causing a significant effect on the environment.

CONTRACTING PROCESS

On March 22, 2016, an Invitation for Bids process was initiated to identify contractors to provide vacant unit preparation services for the Housing Authority. Notices were emailed to 193 vendors from the Housing Authority vendor list. An announcement was also posted on the County's WebVen and Housing Authority websites.

A mandatory pre-bid meeting was held at the Housing Authority on March 29, 2016. A total of thirteen contractors participated in the Mandatory Pre-Bid Meeting. Ten bids were received by the submission deadline of April 13, 2016. Four bidders were determined non-responsive; one bidder did not attend the Mandatory Pre-bid meeting, and three bidders did not follow the format delineated in the Invitation for Bids Package.

During the period of April 14, 2016 through April 22, 2016, an evaluation of the minimum requirements and references was conducted. The five lowest most responsive and responsible bidders are being recommended for the Contract awards.

The Summary of Outreach Activities is provided as Attachment A.

IMPACT ON CURRENT PROGRAMS

The proposed Contracts will provide necessary vacant unit preparation services for 68 public and affordable housing developments located throughout the County of Los Angeles and continue to provide the residents and staff with decent, safe and sanitary living conditions.

Respectfully submitted,



SEAN ROGAN
Executive Director

Enclosures

ATTACHMENT A

Summary of Outreach Activities

Vacant Unit Preparation Services

On March 22, 2016, the following outreach was initiated to identify Vacant Unit Preparation Service contractors for the Housing Authority.

A. Announcement

An announcement was posted on the County's WebVen and on the Housing Authority websites.

B. Distribution of Notices

The Housing Authority's vendor list was used to email out the Invitation for Bids notices to 193 vacant unit preparation service contractors, of which 132 identified themselves as firms owned by minorities or women (private firms that are 51 percent owned by minorities or women, or publicly owned businesses, in which 51 percent of the stock is held by minorities or women).

As a result of the outreach 47 solicitation packages were downloaded and 10 bids were received.

C. Bid Results

On April 13, 2016, ten bids were received, four bids were determined non-responsive and the following six remained:

<u>Bidders</u>	<u>Total Bid Amounts</u>
Ultimate Maintenance Services, Inc.	\$ 4,091.00
Building Maintenance of Tomorrow	\$ 5,844.87
Coast 2 Coast Preservation, Inc.	\$ 9,855.50
MB Painting	\$10,104.95
Mid-City Maintenance Services, Inc.	\$10,270.64
Executive-Suite Services, Inc.	\$16,413.85

The lowest bidders, Ultimate Maintenance Services, Inc., Building Maintenance of Tomorrow, Coast 2 Coast Preservation, Inc., MB Painting and Mid-City Maintenance Services, Inc., were determined to be the most responsive and responsible bidders and are being recommended for a contract.

D. Minority/Women Participation – Selected Agency

<u>Name</u>	<u>Ownership</u>	<u>Employees</u>
Ultimate Maintenance Services, Inc.	Minority	Total: 80 34 Minorities 46 Women 43% Minority 58% Women

E. Minority/Women Participation – Selected Agency

<u>Name</u>	<u>Ownership</u>	
Building Maintenance of Tomorrow	Minority	Total: 20 9 Minorities 11 Women 45% Minorities 55% Women

F. Minority/Women Participation – Selected Agency

<u>Name</u>	<u>Ownership</u>	
Coast 2 Coast Preservation, Inc.	Minority	Total: 7 5 Minorities 2 Women 72% Minorities 29% Women

G. Minority/Women Participation – Selected Agency

<u>Name</u>	<u>Ownership</u>	
MB Painting	Minority	Total: 3 2 Minorities 1 Woman 67% Minorities 34% Women

H. Minority/Women Participation – Selected Agency

<u>Name</u>	<u>Ownership</u>	
Mid-City Maintenance Services, Inc.	Minority	Total: 3 1 Minority 2 Women 34% Minorities 67% Women

I. Minority/Women Participation – Non Selected Agency

<u>Name</u>	<u>Ownership</u>	
Executive-Suite Services, Inc.	Non-Minority	Total: 21 10 Minorities 10 Women 48% Minorities 48% Women

The Housing Authority conducts ongoing outreach to encourage participation by minorities and women in the contract award process, including: providing information at local and national conferences, expos and vendor fairs, and mailing information to associations representing minorities and women. The above information has been voluntarily provided to the Housing Authority.

The recommended award of Contracts is being made in accordance with the Housing Authority's policies and federal regulations, and without regard to race, creed, color, or gender.